

LESSON OUTLINE
GUARD DUTY
VERSION 2, 30 OCTOBER 2015

THE GUARD MAY BE ONE OF TWO TYPES; THE INTERIOR OR THE EXTERIOR.

- I. THE INTERIOR - Detailed by commanders of military installations to protect property and enforce specific military regulations. The commander prescribes the composition and strength of the guard.
(A FORMAL GUARD MOUNT)
- A. The elements of an interior guard are classified according to their purpose. (FM 22-6, 3-2 fig. 1)
- 1) Main Guard
- a. Patrols with a reserve.
 - Motor transportation whenever possible
 - Minimum two soldiers
 - tour ordinarily 6 to 8 hrs.
 - maintain a reporting capability with the guardhouse
 - Patrols relieve at a pre-designated point
 - b. Fixed posts with a reserve.
 - Relief every 2 hrs.
 - Reliefs not on post form the reserve.
 - Guards relieved at their post
 - Posts generally covered on foot.
- 2) Special Guards
- a. Are detailed when it is impractical to use members of the main guard to guard property or an area.
 - b. Special guards protect vehicles, buildings, equipment, supplies and other property not protected by the main guard. They enforce special regulations in regard to parks or other property being guarded.
 - c. Park guards are under the immediate control of their commanders. Neither the NCO or members of the guard absent themselves from the vicinity of the park unless so ordered.
 - (1) Receive orders only from the CO, park commander (the OD and officers and NCOs of the guard when a part of the main guard), and the NCO of the park guard.

B. Terms and Duties

1. Commanding Officer – The officer commanding an installation, organization, unit, garrison or bivouac.
 - a. Details a Guard sufficient to provide for the security of personnel and property within his jurisdiction.
 - b. Requires a vigilant and thorough performance of Guard Duty. Gives his orders, or has them given by his representative, to the Officer of the Day and prescribes regulations and special orders for the guard
2. Field Officer of the Day – A field grade officer that is the commanding officer's personal representative during his tour of duty.
 - a. Usual tour is 24 hours.
 - b. Assigned various duties pertaining to the security of the command.
 - c. Supervises the interior guard and closely parallels the duties of the officer of the day.
 - d. His primary concern is to see that the guard performs its assigned tasks.
3. Officer of the Day – An officer, acting directly under commanding officer or FOD, who is responsible on a given day for the execution of all orders of the commanding officer relating to guard duty or other duties as may be assigned.
 - a. Responsible for the proper performance of duty by the main guard and for other guards when directed.
 - b. Tour is usually 24 hrs.
 - c. Inspects the guard as often as he considers necessary; at least once between midnight and daylight.
 - d. Takes his orders only from the commanding officer and FOD. During an emergency, when there is great danger, the senior officer present may give orders to the OD for the use of the guard.
 - e. Responsible for the property of the guard.
 - f. Keeps the guard informed of his location at all times.
4. Commander of the Guard – The senior officer or NCO of the Guard, next junior to the OD.

- a. Responsible for the instruction, discipline and performance of the guard.
 - b. Obeys the orders of the CO, FOD and OD.
 - c. Reports to the OD any additional orders given to the guard by himself.
 - d. He insures all members of the guard are correctly instructed in their orders and duties and that they understand and correctly perform them.
 - e. He inspects each relief as prescribed.
 - f. He insures special orders are posted.
 - g. He insures all guards are relieved on time.
 - h. Immediately informs the OD of any apprehensions.
5. Sergeant of the Guard – Senior NCO of the Guard.
- a. Responsible to the commander of the guard.
 - b. Assumes the duties and responsibilities of the commander of the guard if there is no officer so detailed.
 - c. Supervises the enlisted members of the guard.
 - d. He prepares duplicate lists of the guard, showing the reliefs, posts and duties of each. One list is given to the commander of the guard.
 - e. Insures all reliefs are turned out at the proper time.
 - f. He insures relief commanders understand their duties and carry them out promptly and efficiently.
 - g. Notifies the commander of the guard of anything suspicious or unusual and of any apprehensions.
6. Relief Commander – The next senior NCO of the guard.
- a. Receive and obey orders only from the CO and guard chain.
 - b. Assigns members of his relief to posts. Are not changed except by the commander of the guard or higher.
 - c. Makes duplicate lists of relief, including himself, showing posts with members assigned.
 - d. Instructs his relief as to orders and duties and insures each guard understands them.
 - e. Reports immediately all violations and unusual occurrences.
 - f. His post is in the guardhouse.
 - g. Makes sure no one enters the guardhouse without authority.
 - h. Goes at once to any guard who calls for the commander of the relief.

1)Notifies the Sergeant of the guard who relieves him at the guardhouse or designates another NCO to do so.

I. Responsible for turning his relief out promptly.

j. He examines persons halted or detained by a guard. If he doubts their authority he takes them to the sergeant of the guard or the commander of the guard.

k. Persons apprehended by the commander of the relief or guards are taken at once to the commander of the guard.

7. Guards –

a. Assigned to the relief by the sergeant of the guard and to posts by the commander of the relief.

b. Are not changed to another relief without authority.

c. Must memorize, understand and comply with general and special orders.

d. The guard closest to the guardhouse is post No. 1.

8. Fixed Post System – Guards assigned duties at fixed posts, where they remain until relieved.

9. Guard

a. Special unit responsible to the OD for the protection and security of an installation or area. The unit includes a commander of the guard, sergeant of the guard, commanders of the relief and guards.

b. An individual responsible to keep watch over, protect, shield, defend, warn or any other duties prescribed by general or special orders. Also referred to a sentinel, sentry or lookout.

10. Guard Post – An area for which the guard is responsible, performing duties required by general and special orders.

11. Supernumerary – An extra member used as a replacement or to perform duties as prescribed.

12. Guardhouse – A building, tent or other location occupied by soldiers detailed for interior guard duty. The headquarters of the guard.

II. THE EXTERIOR – A guard outside of a military installation. Guards in a combat, hostile, or unfriendly territory. (Not a formal guard mount.)

- A. General Orders prescribed for interior guard may not be applicable or practicable.
- B. Composition in no way related to that of the interior guard. No commanders are detailed for that specific role. Guards are from small units and under the control and supervision of the units leaders (chain of command).
- C. May include guards, listening posts, observation posts and patrols and aerial observers.
- D. All exterior guards must have adequate communications.
 - 1. Radio, wire, arm & hand, sound or any method so determined.
- E. Guards operate in pairs or larger group and rotate watch and rest among themselves.

III. CLASSES OF ORDERS – A guard on post is governed by two types of Orders. General and Special.

- A. General Orders – all guards are required to memorize, understand and comply.
 - 1. I will guard everything within the limits of my post and quit my post only when properly relieved.
 - a. limits of post are defined by special orders.
 - b. investigate immediately every unusual or suspicious occurrence on or near his post, but does not leave his post to do so. If necessary will contact the commander of the relief for instructions.
 - c. will make apprehensions using only force necessary, on or near his post with out leaving post to do so. All persons apprehended are turned over to the commander of the relief.
 - d. All persons and ranks are required to respect members of the guard in the performance of their duties.
 - e. will remain on post until relieved by proper authority.
 - 1) If relief is required he will notify the commander of the relief and wait until replaced or has permission from proper authority to leave his post.

2. I will obey my special orders and perform all my duties in a military manner
 - a. A guard will familiarize himself with his special orders prior to being posted and will obey, execute and enforce same.
 - b. will obey and execute any orders from the CO, FOD, OD, and officers and NCOs of the guard only. No others authorized to give orders to the guard. Any special instructions should be issued through the guard chain.
 - c. The guard will pass on additional information/instruction to his relief and the commander of the relief.
 - d. the guard will perform his duties in a military manner and serve as an example to others and maintaining an erect and soldierly bearing.
 - e. The guard is courteous to all and will talk to no one except in the line of duty.
 - f. Guards on posts not requiring challenging salute officers and colors not cased.
 - g. Guards on posts requiring a challenge will not render salutes.
3. I will report violations of my special orders, emergencies, and anything not covered in my instructions, to the commander of the relief.
 - a. reports all violations of special orders and apprehends offenders if necessary.
 - b. reports all emergencies on or near his post taking action as prescribed in his special orders and instructions. When in doubt will call the commander of the relief for instruction.
 - c. sounds the alarm in case of fire or disorder. Takes actions may be prescribed in special orders or instruction.

B. Special Orders – Are established by the commanding officer and differ for various posts.

1. Realism; orders for each post devised to provide increased protection for the guard by locating him to make his surprise difficult. This in regard to the nature of the area being protected.
2. Clarity; orders for each post should be in plain language that can be easily understood. The commander of the relief clarifies any doubt as to their meaning before posting a guard.
3. The commanding officer is responsible for keeping special orders up to date and publishing any changes immediately.

4. Copies of special orders are continuously posted. The guard may be required to carry a copy.
5. Special orders for each post should explain or diagram the post location, boundaries, and the particular post orders including conditions under which force is used.

C. Inspection of a guard by an officer.

1. When asked “what are your orders?” the proper answer is:
“Sir, my orders are of two classes, general and special”.
 - a. The guard then recites the general orders until stopped or all have been recited.
 - b. The guard should be able to answer any questions pertaining to his special orders.

III. THE CHALLENGE – Any process carried out by one unit or person with the object of ascertaining the friendly or hostile character or identity of another.

A. Countersign – consists of two words issued from the principle hqs. of a command. Disseminated only to friendly personnel.

1. Challenge – the first word or part of the countersign, used to challenge a person or party.
2. Password – A secret word or distinctive sound used to reply to a challenge. The second part of the countersign.

B. Challenging one person or a group. (FM 22-6, 4-6 thru 4-8, 8-4 thru 8-5, 9-1 thru 9-2, F-3)

1. Guard positions so he can control situation. If possible out of sight.
2. the guard commands HALT, loud and distinctly, giving himself sufficient distance to react.
3. when the subject has halted the guard asks, in a low voice, WHO IS THERE? The guard may advance to a better position.
4. After the subject gives identity the guard directs the subject to ADVANCE TO BE RECOGNIZED. The guard addresses the subject using the same ID given to insure only that subject advances.
5. Halt the subject again when close enough to be recognized.
 - a. in a low clear voice give the challenge. In a low voice he should answer with the password.
 - 1) If not completely satisfied question further, with questions a friendly would likely know.

2) If not satisfied the guard detains the subject and calls the commander of the relief.

6. Others with the challenged subject must be identified in one of two ways as prescribed by the commander.
 - a. The leader can vouch for the others and pass them to the flank of your position.
 - b. The leader can ID each man as he passes, notifying you when the last has passed.
7. The guard permits only one subject at a time to approach for identification.
 - a. multiple individuals or groups are advanced according to seniority.
8. The answer “friend” is an acceptable answer when an inspecting officer or patrol do not wish to reveal their official capacity.
9. There may be one countersign used in friendly areas and another in a hostile environment.
10. A guard must be extremely cautious about revealing elements of the countersign. NEVER use the words unless the unidentified subject exposes himself and comes forward to be identified.

A. Parole Words – A secret word imparted only to members of the guard.

1. Is used by persons authorized to inspect the guard. Used as a check on the countersign.
 - a. when an inspecting officer gives the guard the parole word the guard gives the inspecting officer the countersign.
 - 1) The guard does not use the password at any other time.